



09-2019

PLEASE PRINT

New Student Added Subject (Returning Student)
My American School Student Number _____

Check One: Male Female is _____

Student _____
LAST NAME FIRST NAME INITIAL

Student's Address _____ Apt. # _____

City _____ State _____ Zip _____

Phone Number _____ Birthdate _____
(AREA CODE) NUMBER MONTH / DATE/ YEAR

SSN (Last 4 digits) _____

Student's Email _____

NEW STUDENTS: This email must be unique. We cannot use the same email on more than one student account.

Illinois Residents: In what local School District do you reside? _____

This section is required if student will transfer credits earned at American School to another school.

School Official _____

Title _____

Phone Number _____

Email _____

School Name _____

School Address _____

City _____ State _____ Zip _____

School Official's Signature _____

CHECK ONE: Provide study material and graded exams for paper-based and/or paper-based courses with online exams to the School official.

Provide study material and graded exams for paper-based and/or paper-based courses with online exams directly to student.

CHECK ONE: The School Official requests that the American School provide an end-of-course exam for each course to be administered locally upon successful completion of the print-based unit exams or online course modules. (End-of-course exams are not available for online World Language courses.)

The School Official waives the end-of-course exam requirement for each course.

If neither box is checked, end-of-course exam(s) will automatically be required.

THIS AGREEMENT BECOMES A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT/GUARDIAN AND ACCEPTED BY AMERICAN SCHOOL AT 2200 EAST 170TH STREET, LANSING, ILLINOIS 60438.

INDIVIDUAL SUBJECT APPLICATION (FOR CREDIT RECOVERY OR ENRICHMENT)

For a list of available courses, visit www.americanschool.org/courses

Regular Courses: \$300.00 full credit
\$250.00 half credit (semester)

Value Courses: \$200.00 full credit
\$150.00 half credit (semester)

Premium Courses: \$400.00 full credit
\$350.00 half credit (semester)

CIRCLE ONE: MIDDLE SCHOOL HIGH SCHOOL

COURSE TITLE	Course Credit & Delivery Method			PRICE
	1	2	Full	
	P	OEPC	O	
	1	2	Full	
	P	OEPC	O	
	1	2	Full	
	P	OEPC	O	
	1	2	Full	
	P	OEPC	O	
Payment in full is due at the time of enrollment.			TOTAL DUE	\$

I have read, understood, and accepted all terms of the enrollment agreement, including policies and procedures, and other information describing my program selection. I understand that I will be responsible for payment of tuition and that services may be denied if payment is over 60 days past due.

Student Signature _____ Date _____

Parent/Guardian Signature (if under 18 years old) _____ Date _____

POLICIES AND PROCEDURES

Accreditation:

American School is accredited by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CES), National Council for Private School Accreditation (NCPA) and Accreditation International (Ai) and is recognized as a non-public secondary school by the Illinois State Board of Education.

Credit Value and Course Requirements:

- Courses are worth either a half-unit or full unit of Carnegie credit. Each full-unit course is also available in half-units, unless otherwise indicated.
- All unit exams/modules/levels/units, projects, and final end-of-course exams must be successfully completed in order to earn credit. A module, unit, or level is a course section that can consist of lessons, discussions, lab/text questions, quizzes and/or post tests.

Tuition:

- The cost of tuition includes all study materials, grading services, access to the Online Student Center and postage to U.S. locations. **Additional charges for postage will apply for students residing outside the United States or for those students requesting special mail services. Prices are subject to change without notice.**
- Tuition is expected to be paid in full at the time of enrollment. Tuition and other fees must be paid in full before a transcript of credit is released.
- Accounts more than 60 days past due are subject to denial of service.
- The total balance must be paid in full before additional courses can be added to the student's enrollment.

How to Enroll:

Complete all required sections on the application and return with payment (check or money order made payable to the American School) to **American School, 2200 East 170th Street, Lansing, IL 60438. Do not send cash. The American School will not be held responsible for currency sent by mail.**

To enroll online, visit www.americanschool.org/is_enrollment.php.

Refund Policy:

We believe you will be pleased with your American School studies; however, should you decide within the first 30 days after your course enrollment is accepted that you wish to discontinue your studies, you must:

- Notify American School in writing that you wish to cancel.
- We will retain a \$100.00 processing fee and refund all other monies paid.
- **For any paper-based course**, all study materials must be returned in a new, unused condition before any refund is issued. No refund will be issued if any exams have been submitted for grading.
- **For any online course**, no refund will be issued if any modules/levels/units have been completed.

Enrollments may not be transferred from one student to another.

Completion Times:

Paper-Based Courses and Paper-Based Courses with Online Exam Option:

Minimum time for completion: 5 weeks per course from date of course enrollment
Maximum time for completion: 1 year per course from date of course enrollment

Online Courses:

Minimum time for completion: 5 weeks per course from date of course enrollment
Maximum time for completion: Half-unit course – 6 months from date of course enrollment
Full unit course – 12 months from date of course enrollment

AP Courses:

See information at www.americanschool.org/ap

Local school deadlines must be met within these guidelines. Courses can be completed before the minimum time for completion; however, no official transcripts will be released until minimum enrollment times have been met for all courses (see above). Courses cannot be extended beyond the maximum time allotted for completion (see above). If all course requirements are not fulfilled during that time period, students must re-enroll for the course at the full tuition price. Please note that these courses contain study materials equivalent to a half or full unit of course credit. Students should plan adequate time to complete all exams and assignments. In fairness to all students, exams are graded in the order received. There are no exceptions to this policy.

Additional Enrollment Forms:

Counselors: For additional copies of this application or for more information, contact our Independent Study Division at **(708) 418-2850**, Monday through Friday from 8:00 A.M. to 3:30 P.M. CST or email at independentstudy@americanschool.org.

Applications can also be downloaded at www.americanschool.org/enroll.